



<b>For Office Use Only</b>	
	Stamp
Fee Paid: _____	
Escrow Paid: _____	

## Minor Subdivision Land Use Application & Checklist

*Procedures for processing minor subdivisions are found in Hugo City Code Chapter 90, Section 90-337.*

Minor subdivisions are allowed in the Agricultural, Long-term Agricultural, and Rural Residential Zoning Districts for subdivisions of three (3) lots or less. All subdivisions in the Agricultural, Long-term Agricultural, and Rural Residential Zoning Districts, creating four (4) or more lots or parcels, or creating parcels less than five (5) acres in size, or with widths less than three hundred feet (300'), shall be platted.

### Property Information

Street Address of Property \_\_\_\_\_ P.I.D. Number \_\_\_\_\_

Legal Description  
(Please attach description if lengthy) \_\_\_\_\_

### Applicant (Applicant will receive all correspondence from the City)

Name \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Phone ( ) \_\_\_\_\_ Cell ( ) \_\_\_\_\_ Email \_\_\_\_\_

Signature of Applicant \_\_\_\_\_ Date \_\_\_\_\_

### Property Owner(s)

Name \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Phone ( ) \_\_\_\_\_ Cell ( ) \_\_\_\_\_ Email \_\_\_\_\_

### Affidavit of Ownership (Application must be signed by all owners in fee title to which the permit shall apply)

That I (we) am (are) the owner(s) of the property for which a land use approval is sought or have the lawful Power of Attorney therefore. **All signatures must be notarized.** If signing with Power of Attorney, a copy of the document giving you Power of Attorney must be attached to this application. If there are additional property owners, please attach a separate sheet to provide the above information.

**All property owners must sign.**

**PRINT** Name of property owner & PIN \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

STATE OF MINNESOTA )

) ss.

(Individual Notary)

COUNTY OF WASHINGTON)

On this \_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, before me, a Notary Public, personally appeared \_\_\_\_\_  
and \_\_\_\_\_, who signed the foregoing instrument and acknowledged said instrument to be their free act and  
deed.

\_\_\_\_\_  
Notary Public

\_\_\_\_\_  
Stamp

**ALL OF THE FOLLOWING INFORMATION **MUST** BE SUBMITTED.**

\_\_\_\_\_ Completed application signed by all owners, in fee title, of the property to be subdivided.

\_\_\_\_\_ Proof of ownership by either a copy of a deed, abstract of title, or attorney's opinion.

\_\_\_\_\_ Vicinity map showing the relation of the property to be subdivided to adjacent properties and public roads.

\_\_\_\_\_ A Certificate of Survey in a scale of one inch (1") equals one hundred feet (100'), prepared in accordance with Minnesota Statutes, Chapter 505, and including:

- Topographic contours at two foot (2') intervals, if required, to determine compliance with floodplain, bluff, slope or wetland protection requirements.
- Wetland delineation in accordance with the Wetland Conservation Act.
- Ordinary high water elevations of all public water bodies.
- Ordinary high ground water elevation(s).
- Information on the storm water conveyance system serving the parcel, including the minimum elevation that stormwater runoff can be drained from the parcel, the route it must take to connect to a public trunk drainage system, and elevation indicating the parcel has an adequate and positive outlet for storm water runoff.
- Location of all public and private easements.
- Floodplain areas and elevations figure.
- Location of significant stands of trees and individual trees of eight inch (8") diameter or greater.
- Existing lot lines.
- Proposed lot lines.
- Proposed locations and types of septic systems.
- Proposed building areas and dimensions.
- Proposed driveway locations.
- North pointing arrow and scale.

\_\_\_\_\_ Property descriptions, before and after.

\_\_\_\_\_ Drainage and utility easement forms, with legal descriptions, for all wetland and flood plain areas.

\_\_\_\_\_ Watershed District, Department of Natural Resources, and Corps of Engineer and Minnesota Pollution Control Agency permits, as required.

\_\_\_\_\_ Driveway permit for each parcel.

\_\_\_\_\_ Individual Sewage Treatment System Permit for each parcel.

\_\_\_\_\_ Proof of all variances, Conditional Use Permits, and other special approvals required.

\_\_\_\_\_ Application fee and escrow, as required.

**Applications must include electronic copies of plans and application items. Large copies of plans may be requested in addition to electronic copies.**